



# Commonwealth of Massachusetts

## The Building Official Certification Committee

### New Employee Report Form

s/bbrs/nureport2019

In accordance with 780 CMR R7, the "Rules and Regulations for the Certification of Inspectors of Buildings, Building Commissioners and Local Inspectors", all municipalities are required to report to the Board the name of any individual who is appointed as a building code enforcement official. Once reported, a file is created at the Office of the Board with the individual's name and date of hire. This file serves as the individual's official record for the maintenance of his/her certification, once received. It is the responsibility of the individual seeking certification and the hiring municipality to ensure that all aspects of the certification process are met. 780 CMR R7 defines all requirements of the certification program. *Building Commissioner and Inspector of Buildings shall first be certified as a Local Inspector prior to being appointed by a municipality.*

**Return To:** Office of Public Safety . Attn: Kimberly Spencer . 1000 Washington Street ~ Suite 710 . Boston, MA 02118

**or email to:** Kimberly.spencer@mass.gov **or fax to:** 617-248-0813

Name of new employee		Cell Number (optional)	
Name of municipality		Date of Appointment To current Position	
Work Address: No. & Street			
City or Town		Zip	Business Phone Number
E Mail		Business Fax Number	
Position - Please check only one: <input type="checkbox"/> Building Commissioner \ Inspector of Buildings* <input type="checkbox"/> Local Inspector			
*Must have Local Certification, at the minimum (780 CMR R7.1.7.4)			
Is the new employee certified as a building official in which the appointment is for?	Yes	No	Municipalities new employee is also currently employed with:

The Board of Building Regulations and Standards recognizes the appointing authority as the Mayor in a city and the Chairman of the Board of Selectmen in a town (per M.G.L. c. 143 § 3).

I \_\_\_\_\_, \_\_\_\_\_ the Appointing Authority,  
Name (please print) Title \*\*

hereby confirm that I have read and understand the minimum requirements of M.G.L. c. 143 § 3 regarding qualifications for building code enforcement officials. In signing this form, I attest to the fact that the candidate herein identified meets/exceeds such qualifications for the position for which he/she is being appointed.

Signature of Appointing Authority \_\_\_\_\_ Date \_\_\_\_\_

**\*\* If the appointing authority *is not* the Mayor or Chairman a copy of the vote of appointment and the city or town bylaws, charter or ordinance showing that the appointing authority is the chief administrative officer who makes all appointments shall be submitted along with this form.**

Notary Public \_\_\_\_\_ Date \_\_\_\_\_

Expiration of Commission \_\_\_\_\_ Seal \_\_\_\_\_

TO BE COMPLETED BY NEW EMPLOYEE ~ Conditional Inspector **NOT** already certified as a building code enforcement official

MA-RMV photo release signature: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ CSL# \_\_\_\_\_  
Or SS#: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

AUTHORIZATION FOR RELEASE OF RMV INFORMATION: My signature above, or a photocopy thereof, authorizes the Office of Public Safety to electronically access my photograph from the Massachusetts Registry of Motor Vehicles database for use on this application.

Individuals who do not hold a Massachusetts drivers license please submit a color Passport Photo 2 x 2 inches in size taken within the past 6 months showing current appearance.

#### FOR OFFICE USE ONLY

Date Qualifications Accepted: \_\_\_\_\_ Date Qualifications Denied and Reason: \_\_\_\_\_